

DATE

TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

EXA

19 OCT 1989

ADDA

20 OCT 1989

DDA

25 OCT 1989

cc: D/OP 10/26/89
DDA/Registry (File)

Rae:

Do you wish a
copy of the attached
to go to D/OP?(✓) yes
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1 FE

(47)



OIT 1186-89
11 October 1989

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Amended T&As

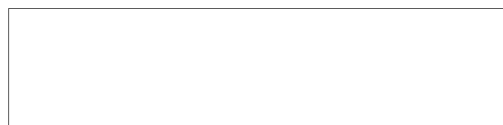
REFERENCE: DDA 89-1712 for D/OIT from DDA, dtd 27
September 89, Same Subject

1. I, too, am determined that OIT resolve its T&A backlog by significantly reducing its use of amended T&As. I directed a survey of all ELECTAS clerks to determine the cause or causes of the problem. The results of that survey indicate that most problems are fixable and we are taking the necessary steps to do just that. The single major exception is our ongoing project to adjust payments of night differential to qualifying individuals in accordance with OP Note 220, dated 27 November 1987. We have established a deadline of April 1990 to complete this project for which records go back to 1985.

2. In addition, a number of our ELECTAS clerks are new to this task, and, in accordance with direct discussions with Compensation Division management, we are scheduling one-on-one training for our new clerks and those having continuing problems or questions.

3. I expect positive results from these initiatives and will keep you advised of our progress in reducing the T&A backlog.

STAT



Edward J. Maloney

DDA/REGISTRY
FILE: 955-3-AR

~~ADMINISTRATIVE -- INTERNAL USE ONLY~~

28 SEP 1989

LOGGED


DDA 89-1712
27 September 1989

MEMORANDUM FOR: Director of Information Technology
FROM: R. M. Huffstutler
Deputy Director for Administration
SUBJECT: Amended T&As

1. When meeting with Compensation Division personnel on the problem of T&A backlog, I learned that OIT is a major source of amended T&As. Despite the fact that ELECTAS can accommodate entries and changes until Wednesday, an excessive number of claims for overtime and leave corrections continue to be sent in late. This requires manual processing in Compensation Division.

2. Please see to it that OIT supervisors and personnel are aware of this problem and take prompt action to end it. I have asked Compensation Division to keep me informed on the state of the backlog and the extent of manual processing required for late or inaccurate postings.

STAT


R. M. Huffstutler